

OFFICIAL PROCEEDINGS OF Civic Center Commission OF THE CITY OF LANSING

Proceedings December 5, 1956

Civic Center,
Lansing, Michigan,
December 5, 1956.

A. Meeting called to order by Chairman Gray at 7:30 p. m., following an inspection of the building.

B. Roll Call.

1. Present—Commissioners Gray, Griffin, Gunnell, Maynard, Rogers, Schultz.

2. Absent—Commissioner Kelly.

C. Reading of Minutes by Secretary.

Minutes of the previous meeting read and approved.

D. Report of Committees.

1. Building and Properties.

Chairman Rogers reported that he contacted Alderman Kowalski and discussed the contents of the letter received from the Alter Service Corporation. It was determined that no further action would be necessary at this time although action would be taken in the near future.

2. Parking Committee.

There was a general discussion on the two parking lots and it was unanimously agreed that action should be taken to remedy the problems confronting the operation of the parking lots.

E. Unfinished Business.

1. Approval of Written Agreement Form for Food Service.

The Written Agreement Form was read to the Commission by Manager Ziogas. There were no questions on the Agreement as read and it was moved that it be approved.

Motion carried.

F. New Business.

1. Action on resolution for Ex-Commissioner Gene Pangle.

Letter of appreciation received from Ex-Commissioner Pangle read to the Commission. Following the reading of this letter it was resolved that a resolution similar to that presented to Ex-Commissioner York be made in appreciation to him for the fine services rendered while a member of the Auditorium Commission.

2. Action on Revision of Committee Assignments.

Chairman Gray read the new committee assignments which were necessary due to the resignation of Commissioner Pangle.

G. Manager's Report.

1. Building Rental Report for November.

Manager Ziogas presented the report for the month of November in which there were a total of 169 different uses of the building with a rental return of \$4,200.25.

2. Approval of Vouchers No. 1183 for \$204.47 and No. 1187 for \$422.07.

It was moved and supported that vouchers 1183 for \$294.47 and 1187 for \$422.07 be approved.

Motion carried.

H. Announcements.

None.

I. Adjournment.

Moved for adjournment by Commissioner Rogers and seconded by Commissioner Griffin.

Meeting adjourned at 9:35 p. m.

W. R. Schultz, Secretary.
Secretary.

OFFICIAL PROCEEDINGS OF Civic Center Commission OF THE CITY OF LANSING

Proceedings, August 16, 1956

The Commission met in regular session, and was called to order by Chairman Gray at 7:37 P.M.

ROLL CALL

Present: Coms. Gray, Griffin, Gunnell, Kelly, Maynard, Pangle, Rogers—7.

Absent: Com. Schultz—1.

Mr. Ver Planck, Mrs. Vander Lip, and Mr. Ver Planck, Mrs. Vanderlip, and Mr. Pettinger were also in attendance.

Motion: That the minutes of the meetings of this Commission, subject to review by the Chairman, and the Manager of the Civic Center, shall be, one copy, turned over to the City Clerk, of the City of Lansing, Michigan, immediately after each meeting.

Motion by Com. Gunnell, and seconded by Com. Griffin.

Adopted by the following vote: Gray, Griffin, Gunnell, Kelly, Maynard, Rogers—6. Nays—Pangle—1.

Motion: That the Commission suspend its regular rules of procedure so that Mrs. Vanderlip's letter may be read and discussed.

Motion by Com. Kelly, and seconded by Com. Griffin.

Adopted by the following vote: Gray, Rogers—7. Griffin, Gunnell, Kelly, Maynard, Pangle, Nays—None.

The letter was read by Chairman Gray, and discussion ensued.

Mrs. Vanderlip requested that the Commission tell her what the policy was regarding organizations of the Jehovah Witness type, and who was responsible for authorizing their use of the building.

The Commission advised Mrs. Vanderlip that they authorized the lease of the building to the Witnesses, and since the adverse recent publicity against that organization, they had sought legal advice, and were advised that it was a recognized unit of religion in this state, and country, and could not answer her differently, in view of the fact that the building was a public hall.

Motion: That the issue of "certain" groups be referred to the Policy and Procedure Committee of the Commission, for study and to report back to the Commission at the second meeting in September, 1956.

Motion by Com. Gray, and seconded by Com. Maynard.

Adopted by the following vote: Gray, Griffin, Gunnell, Kelly, Maynard, Pangle, Rogers—7. Nays—None.

Motion of suspension of the rules removed, and general order of business continued.

Minutes of the previous meeting were read by Acting Secretary and approved.

COMMITTEE REPORTS

LEASES AND RENTALS COMMITTEE: Chairman Gunnell reported to the Commission that the Mayor was desirous of a meeting between the Committee and the Council, and that the Committee would be so notified.

Com. Gray conveyed to the Commission the message that the City Engineer was desirous of having the Commission's confirmation on the completeness of the contractor's obligations to the building.

Motion: That this Commission has no objections to the contractor being paid the remaining amount of the contract, providing that the contract is approved by the City Engineer and the architect.

Motion by Com. Griffin, and seconded by Com. Gray.

Adopted by the following vote: Gray, Griffin, Gunnell, Pangle—4.

Nays—Kelly, Maynard, Rogers—3.

NEW BUSINESS

That the Secretary be advised to write the letter requested by the Commission, as outlined in the minutes of the meeting August 1, 1956, under New Business, Par. 1, part a, second paragraph. Re: "the legality of rejection."

The Acting Secretary was advised to check with the Secretary and proceed with that action necessary.

RESOLUTION

That the resolution drafted be amended with the necessary changes, and a copy, suitably inscribed, signed by the members of this Commission, be mailed to Mr. Bruce York.

Motion: That this resolution be so accepted, and that amended changes be adopted as part of the resolution, by consent of this Commission.

Motion by Com. Kelly, and seconded by Com. Gunnell.

Resolution accepted and Motion adopted by the following vote: Gray, Griffin, Gunnell, Kelly, Maynard, Pangle, Rogers.

The Acting Secretary was advised to write to the Wholesale Sign Company, outlining the Commission's approval of the new CIVIC CENTER sign. This letter for signature by Chairman of the Commission.

The Administrative Assistant reported to the Commission that the telephone in the Veterans section of the building was now installed and in operation.

The Assistant was advised by the Commission to have the Telephone Company bill this phone separately, and advise the Veterans custodian and Assistant that any long distance calls would not be paid by this Commission.

Mr. Pittinger of the Chamber of Commerce, Convention Bureau, and Mr. Ver Planck, assistant of this Staff, presented to the Commission the problem of a dual booking on the same day of two organizations, for conflicting space.

The Commission advised both, that they, the Chairman of the Commission, and Mrs. Ludwick, of the Michigan Federation of Republican Women, and Mr. Stark of the Haulers Association, arrange a meeting to consummate a solution that was compatible to all. It was the advice of the Commission that a solution was available since the Federations booking was for one day only, and needed or could use, but one room of the building.

Motion: That purchase vouchers numbers 709 and 819, having been approved by both the Building and Property Committee, and signed by the Ways and Means Committee, be now passed by this Commission.

Motion by Com. Rogers, and seconded by Com. Gunnell.

Adopted by the following vote: Gray, Griffin, Gunnell, Kelly, Maynard, Pangle, Rogers—7.

Nays—None.

The Chairman noted that due to the appointment of a new Commissioner to this body, that he would confer with that Commissioner, Mr. Maynard, before he announced any addition to, or change in, Committee appointments.

Com. Maynard raised the question how to prevent the double booking of organizations in the future in this building. Discussion followed which it was allowed the staff would create a procedure whereby such an incident would not occur again.

Move for adjournment by Com. Rogers, and seconded by Com. Gunnell.

Meeting adjourned at 9:45 P.M.

Respectfully submitted,

GENE PANGLE,
Acting Secretary.

By Ald. Hauser—

Resolved by the City Council of the City of Lansing:

That the foregoing claims be allowed and the City Clerk be and she is hereby authorized to draw orders on the City Treasurer for the amount allowed each claimant.

Adopted by the following vote:

Yeas—Ald. Becker, Belen, Bradshaw,

Dean, Hauser, Heller, Kircher, Klock, Kowalski, Moore, Murningham, Potter, Foxson—13.

Nays—None.

Council adjourned at 10:00 P.M.

MILLIE M. BROWN,
City Clerk.

Lansing, Michigan.

September 17, 1956.

OFFICIAL PROCEEDINGS OF Civic Center Commission OF THE CITY OF LANSING

Proceedings, Sept. 5, 1956

Lansing, Michigan,

5 September, 1956.

A. The Commission met in regular session and was called to order by Chairman Gray at 7:30 P.M.

B. Roll Call.

1. Present: Commissioners Gray, Griffin, Gunnell, Maynard, Pangle, Rogers, Schultz.

2. Absent Commissioner Kelly.

Also in attendance was Manager Ziogas.

C. Reading of Minutes by Secretary.

Minutes of the previous meeting were read by the Acting Secretary and approved with the changing of the wording on the preparation of the minutes from "immediately after each meeting" to "within the week of the meeting".

D. Report of Committees.

1. Report of Leases and Rentals Committee.

a. Chairman Gunnell reported to the Commission that the meeting originally scheduled with Mayor Crego and the Building and Property Committee was delayed because of the illness of one of the members of the Committee and it was thought advisable not to hold the meeting without the entire body because of the problems at hand. Chairman Gunnell also stated that the Leases and Rental Commission met with Messrs. Stan Bower and A. Vlahakis of the Spartan Catering Services inquiring as to their further interest in the food services since the death of Mr. Barayames. Chairman Gunnell stated that his Committee had agreed to give the Spartan Catering group one week to discuss their affairs. He also informed Mayor Crego that nothing could be accomplished with conditions as they were at present but that a meeting would be held in the very near future to settle the questions at hand on the leasing of the catering services.

E. Unfinished Business.

1. Signing of Resolution to Ex-Commissioner G. Bruce York.

a. The Commissioners present signed the Resolution that was to be presented to Ex-Commissioner York. Manager Ziogas after reading the Resolution to the Commissioners commented briefly on what he thought was extreme thoughtfulness on the part of the Commissioners in presenting to such a worthy person as Ex-Commissioner York this lovely Resolution.

2. Report. Proposed meeting to be called by Mr. Jay Munson—Re: Work completed or not completed by building contractor.

a. Mr. Munson called Mayor Crego and Manager Ziogas requesting a meeting to set up the necessary machinery for settling problems of repairs in the auditorium as stated in Manager Ziogas' report to the Council. Through this meeting the necessary procedure should be established so that the Reniger Construction Company might receive their pay for the completion of their contract. Manager Ziogas stated that the Reniger Construction Company will place in escrow the proper funds to take care of the present repairs as well as those that might occur in the future and could be considered the responsibility of the contractor.

3. Letter—Adoption of Rental Rules and Regulations from Mr. Joseph Lavey, City Attorney.

a. Mr. Lavey in a letter to the Civic Center Commission expressed his opinion by stating that the Commission charged with the administration of the Civic Center had the right to adopt rental rules and regulations. Among these he stated could be a regulation to the effect that inasmuch as the Civic Center is dedicated as a Memorial to Veterans, that the Commission will not rent the facilities to any individual or group deemed to be unpatriotic.

F. New Business.

None

G. Manager's Report.

1. Convention Bureau Meeting — August 2, 1956.

a. Manager Ziogas and Commissioner Gunnell attended a meeting for the newly created Convention Bureau of which Phil Pittinger is Chairman. In this meeting problems surrounding coming attractions, potential market, hotels and motels, convention competition and many other items were discussed. Mr. Ziogas was very optimistic and felt that the Bureau would be very advantageous to the auditorium and the community as a whole.

2. Auditorium Managers Convention.

a. Mr. Ziogas thanked the Commission for the approval of allowing him to attend the convention. He covered briefly the agenda followed by the convention as a whole.

3. Approval by Commission—Insurance Voucher.

Insurance voucher was approved by Commissioner Gunnell and supported by Commissioner Griffin for the total amount of \$672.74.

4. Building Rental Report for August.

a. Manager Ziogas presented the report for the month of August and a brief discussion ensued.

H. Announcements.

None.

I. Adjournment.

1. Meeting adjourned at 10:15 P.M.

W. R. Schultz,

Secretary.

OFFICIAL PROCEEDINGS OF Civic Center Commission OF THE CITY OF LANSING

Proceedings, Sept. 19, 1956

CIVIC CENTER

Civic Center,

September 19, 1956,

Lansing, Michigan.

A. The Commission met in regular session and was called to order by Chairman Gray at 7:30 P.M.

B. Roll Call.

1. Present—Commissioners Gray, Griffin, Maynard, Pangle, Schultz.

2. Absent — Commissioners Gunnell, Kelly, Rogers.

Also in attendance was Manager Charles Ziogas.

C. Reading of Minutes by Secretary.

1. Minutes of the previous meeting were read and approved.

D. Report of Committees.

None.

E. Unfinished Business.

1. The Commission met with the Civic Center Committee of the City Council to discuss matters relative to the catering services in the auditorium. Chairman Gray opened the discussion by asking Chairman Kowalski for his comments regarding the food services. Chairman Kowalski stated that the Council voted in favor of the catering services being granted to more than one caterer in their meeting of September 17, 1956. It was Mr. Kowalski's opinion,

therefore, that this meeting was to be held for the express purposes of establishing the necessary procedures for placing such type of services into operation.

Chairman Kowalski stated that the Commission could employ a person that would be responsible to them for checking the services and operation of the various caterers that would be allowed to cater in the building. He further suggested that a fund be established through which the auditorium would be repaid for broken dishes and other damages. In addition, he stated that the salary for this person would be paid by the caterers through the fund program.

Chairman Gray informed Chairman Kowalski that one year of trial with several caterers in the building had been completed. This method of operation was not in the eyes of the Commission and its Management satisfactory and, therefore, after a complete investigation and follow-up with people of authority in the field of food services made the recommendation to the City Council that catering services be given to one caterer only.

Following these remarks a great deal of discussion ensued. Mr. Kowalski stated that he felt that the Commission was looking at this problem at hand with closed minds. Chairman Gray did not agree with the statement as well as the other Commissioners. Commissioner Schultz asked the Council Committee if they were instructing the Commission to let the multiple number of caterers operate in the auditorium. This question was not answered directly. It was agreed to at this point that further discussions might be held by both parties meeting with a neutral party. Through this medium, it was felt that a satisfactory solution to a problem might be gained.

F. New Business.

1. Letter—Michigan Gladiolus Society.

a. Received a letter from F. J. Grootendorst regarding use of auditorium for the 1957 International Gladiolus Show. Also received a letter from Mr. Paul Krone of

Michigan State University requesting use and space for holding this show. Manager Ziogas was informed to answer these letters in line with auditorium procedure.

b. Mr. Ziogas discussed the problems confronting the operation of the small parking lot. These problems will be given further study by the parking committee.

G. Manager's Report.

1. Convention Bureau meeting of September 6, 1956.

a. Held over for next regular meeting.

2. Approval of voucher for steam heat and electricity—\$347.79.

a. Voucher for steam heat and electricity was approved for the amount of

\$347.79. Also voucher for utilities for the amount of \$1,780.30 was approved.

3. Income—Main Parking Lot.

a. Revenue for the main parking lot totaled \$736.85 for August, and \$761.91 for September. A total of \$2,484.51 has been received since the new parking gates were installed.

H. Announcements.

None.

I. Adjournment.

1. Meeting adjourned at 11:15 P.M.

W. E. SCHULTZ,
Secretary.

OFFICIAL PROCEEDINGS OF Civic Center Commission OF THE CITY OF LANSING

Proceedings, October 16, 1956

16 October 1956.

Meeting called to order by Chairman Gray at 0736 P.M.

ROLL CALL

Present — Commissioners Gray, Griffin, Gunnell, Kelly, Maynard, Pangle, Schultz.

Absent—Commissioner Rogers.

Also present Manager Ziogas.

Minutes of the previous meeting read and approved.

REPORT OF COMMITTEES

Parking Committee: Verbal discussion relative to Office Building parking lot. Specific spaces relative to number offices, guest spaces, and the subject of additional stall considered.

No reports from other committees.

Leases and Rental Committee report postponed until later in the meeting.

UNFINISHED BUSINESS

Letter of Prof. Thompson read by Commissioners who were absent upon receipt of same.

Letter from Mr. J. R. Gwinn read and placed on file.

Question relative to Health Permit reported and discussed, and Commission advised that under existing circumstances, none is needed.

NEW BUSINESS

Discussion relative to the Air Force Reserve's request for office space.

RESOLUTION

That the Air Force Reserve be granted space requested for office purposes, and that space in the calendar of Veterans activities be used for this organization's other activities.

Moved by Commissioner Griffin, and seconded by Commissioner Pangle.

Resolution adopted.

Letter from Mrs. Fred Vanderlip read and placed on file.

Red Stocking booking discussed, and their December party accepted, with assurances by their organization, and the Commission's policy in full agreeance for the operation.

MANAGER'S REPORT

1. Notification to Commission of the Auto Show intention to cancel their future booking for use of the building.

2. The subject of the need of additional clocks in the building, and a source, or sources discussed.

3. Report by Manager Ziogas relative to the Convention Bureau's activities.

4. Bill Haley-Comet Show explained as a stage presentation, and not a dance.

5. Vouchers No. 1054, No. 544, approved by the Ways and Means Committee.

RESOLUTION

That the vouchers approved by the Civic Center, Ways and Means Committee, be hereby approved by this Commission.

Motion Commissioner Gunnell, and seconded by Commissioner Griffin.

Motion adopted.

6. Rental report read by Manager. That and Operating Report discussed, and Manager will reconcile statements and report back to Commission.

7. Manager showed proof sheet of "Civic Center Bulletin" and discussion followed.

8. "Confirmation of Reservations" form shown the Commission, and approved by same.

Meeting adjourned at 1048 P.M.

Respectfully submitted,

GENE PANGLE,
Acting Secretary.

OFFICIAL PROCEEDINGS OF Civic Center Commission OF THE CITY OF LANSING

Proceedings, November 7, 1956

Wednesday, November 7, 1956

- A. Meeting called to order by Chairman Gray at 7:30 P.M.
- B. Roll Call.
1. Present—Commissioners Gray, Griffin, Gunnell, Kelly, Maynard, Pangle, Schultz.
 2. Present—Commissioner Rogers.
- C. Reading of minutes by Secretary.
Minutes of the previous meeting read and approved.
- D. Report of Committees.
1. None.
- E. Unfinished Business.
1. Discussion and Action—Operation of Food Service.
 - a. Moved and supported that the Manager begin charging a minimum of 10% of the gross income from catering services beginning November 8, 1956. In addition, that procedure be established requiring that each caterer post a \$5,000.00 bond.
 - b. Manager Ziogas was directed to submit a letter to the City Council requesting approval to hire an employee whose duties would involve supervising the catering services. Salary for this employee to be absorbed by the catering companies. This was based upon the recommendation of the City Council Civic Center Committee.
 2. Reconciliation — Operating Statement and Rental Report for September.
 - a. Explanation made by Manager concerning operating statement and rental report for September.
- F. New Business.
1. Meeting with Mr. L. A. O'Berry re: Red Stocking Party.
 - a. Mr. O'Berry, along with members of his committee, met with the Commission and discussed various phases of the Red Stocking Club's Annual Xmas Party. Complications that developed in 1955 were discussed and through this meeting proper action will be taken in order to manage properly and control all activities of the party.
 2. Discussion of Acoustical conditions re: Main Auditorium.
 - a. Messrs. Carpenter, Lundy and Dickely met with Manager Ziogas regarding the acoustical conditions in the Main Auditorium. Mr. Dickely of the Altec Service Corporation of Chicago, Illinois, intends to finish his survey possibly by November 11, 1956. In this survey he will present a complete picture of what we have at present and will suggest what he feels is required in order to satisfactorily remedy the acoustical problems.
- G. Manager's Report.
1. Action re: Closing Time—New Year's Eve Party.
 - a. Manager Ziogas was instructed to check with the Chief of Police to determine a proper closing time and so instruct those individuals who have leased space for that evening.
 2. Rental of Office Space in Office Building.
 - a. Approval was given for leasing office space to the Michigan State Tax Commission.
 3. Approval of P.O. No. 1151 (\$214.80).
 - a. Purchase Order No. 1151 in the amount of \$214.80 was approved.
 4. Discussion—Promotions in Auditorium.

a. It was approved to grant the Harlem Globetrotters promotion to the Muscular Dystrophy Association. Holiday on Ice has agreed to handle their own promotion and will send in their own promotional manager to direct the affair.

5. Building Rental Report.

a. Manager Ziogas covered with the Commission the Building Rental Report for October which amounts to \$3,114.50.

6. List of Committees.

Manager Ziogas distributed list of committee assignments to Commission members.

H. Announcements.

None.

I. Adjournment.

Meeting adjourned at 11:30 P.M.

W. R. SCHULTZ,
Secretary.

OFFICIAL PROCEEDINGS OF Civic Center Commission OF THE CITY OF LANSING

Proceedings November 28, 1956

Lansing, Michigan,
November 28, 1956.

Following this screening, they submitted their recommendation to the Commission.

A. Meeting called to order by Chairman Gray at 7:30 P. M.

B. Roll Call.

1. Present—Commissioners Gray, Griffin, Gunnell, Kelly, Maynard, Rogers, Schultz.

2. Absent—Commissioner Pangle.

C. Reading of Minutes by Secretary.

Minutes of the previous meeting read and approved.

D. Report of Committees.

1. Lease and Rentals.

Chairman Gunnell reported to the Commission on the maintenance cost of offices occupied by the Chamber of Commerce. He stated that he has held a meeting with Mr. Boyd and Manager Ziogas and had also informed Mayor Crego of the recommendations which were to be made. These recommendations were that Manager Ziogas bill the Chamber of Commerce for \$2,500.00 to cover cost of maintenance from November 1, 1955 to November 1, 1956. In addition, he was to instruct Mr. Boyd to establish in his budget a figure of \$2,800.00 to cover maintenance costs for the ensuing year.

Motion made covering these recommendations, seconded and approved.

2. Personnel.

Chairman Kelly reported that this Committee had met and reviewed six applications, all of which he stated were of high calibre and well qualified for the Food Supervisor position. On the basis of their screening, they called in several applicants.

E. Unfinished Business.

1. Acoustical Problem — Main Auditorium.

Manager Ziogas read the communication received from the Altec Service Corporation. This report was covered with both the Reniger Construction and Lansing Electric companies and they submitted their estimates of the material, equipment and labor required for changing the acoustical system in conformance with the Altec report.

2. Progress Report — Food Service.

a. Moved and supported that one of the candidates recommended by the Personnel Committee be hired as soon as possible.

Motion carried.

b. Written Agreement.

It was recommended that Mr. Ziogas check with the City Attorney relative to the Written Agreement which the caterers will sign relative to the payment of the Food Supervisor. Upon completion of this agreement, Mr. Ziogas will refer it to the Personnel and Salaries Committee for further study.

F. New Business.

1. Communication — Home Dairy.

Letter of November 16, 1956, received from Home Dairy answered by the Secretary. Letter referred to suggestion of F. W. Rummel that the various caterers assist the Commission in the development of promotional material.

2. Communication — Mrs. Ann Vanderlip.

Letter reviewed by the Commission and placed on file.

G. Manager's Report.

1. Promotion of Christmas Parties.

Manager Ziogas covered with the Commission the promotional card which was sent out to prospective clients. He informed the Commission that this promotional 'gimmick' has met with success.

2. Operating Statement — October.

Manager Ziogas presented each Commissioner with the monthly operating statement for the period ending October 31, 1956.

He commented briefly on the various activities shown on this report.

3. Approval of Voucher — Altec Service Corporation, Chicago, Illinois.

It was moved and supported that the voucher covering the services of the Altec Corporation in the amount of \$300.00 be approved.

H. Announcements.

None.

I. Adjournment.

Meeting adjourned at 10:05 P. M.

W. R. SCHULTZ,
Secretary.